

73-6911

6 NOV 1973

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Program for Inspection Staff

1. This summarizes the status of the Inspection Staff since its reorganization, and in paragraph 4 requests your approval of a proposed program.

2. Since the change of mission of the Inspection Staff and its reduction in size, it has been handling a variety of problems, both in terms of personnel cases and special studies. You will recall some of the reports completed in recent months; those currently under way are listed below.

a. Detailed review of the Agency's association with persons involved in Watergate, and related issues, in order to provide as complete and definitive a record as possible of this activity. ✓

b. A study of Agency administration of CIARDS. ✓

c. Agency assistance to other government components. ✓

d. Inquiry into TDY leave in Vietnam, arising from an employee complaint. ✓

As you know, we are well advanced in developing the Agency's first — thorough Equal Employment Opportunity program. A follow-on review of the Office of Technical Service, and how it is adjusting to its new

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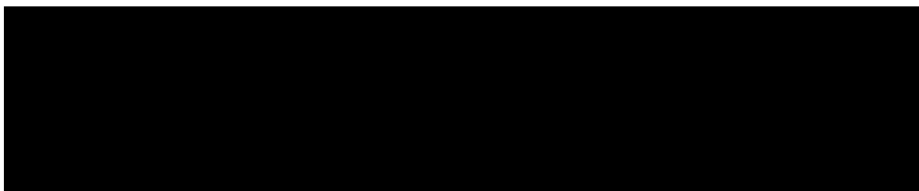
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administrative subordination, is scheduled for March 1974, per your instructions. In addition to our returnee interview program, we intend to initiate a series of specially designed interview programs at Headquarters as a way of taking the pulse of employees, to ensure that we maintain an awareness of on-going developments. As these programs develop I will report to you on them.

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3. Of the list of studies that you approved in March 1973, we have undertaken all but one in one form or another (some were handled somewhat differently than originally envisioned). The remaining one was stated at the time as:

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For the period ahead, I propose that the following topics be approved for inquiry:

a. Agency handling of classification/declassification of documents and paper. Such a review is required by HR [redacted] pursuant to the requirements of Executive Order 11652 and NSC Directive of 17 May 1972. ISAS/DDM&S does not now have the capability to do this, nor will it for a year. We propose to do it this year only.

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b. Practices of administering overseas housing allowances under [redacted]

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c. Consistency of administration of handling allowances in the U.S. outside the Washington area.

d. Possible advantages of consolidation of the following: R&D test areas, some registries, management of courier services. (Although these are listed together as one category they would be handled as separate studies.)

e. Agency policy and practice in administration of TDY travel.

f. Management of career assignments of lower level officers whose long-range potential is limited.

g. Status of personnel detailed for extended periods to components other than their parent organization.

In addition to the above, experience tells us that we will encounter new topics in the course of time and that some may pre-empt the time set aside for those listed.

4. We are still studying the capability of our reduced staff to carry out the Inspector General's responsibilities, with special attention to the effect of personnel case work on our ability to handle other assignments. As this takes on a firm pattern I will report to you on additional personnel requests, if any, which seem justified. At present, it is requested that you approve this proposed program, adding such suggestions as may occur to you.

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[REDACTED]
Donald F. Chamberlain
Inspector General

APPROVE [REDACTED]

9 JAN 1974

Date

DISAPPROVED _____

Date

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